

JOB DESCRIPTION

JOB TITLE: Secretary

GRADE: 10

JOB CODE: 1402

DATE: 3/20/95

GENERAL FUNCTION: Under general supervision, performs work of moderate difficulty by performing a variety of clerical, general office, and administrative tasks that may include the taking and transcribing of dictation, the transcribing of dictation from a transcribing machine, and/or providing typing and clerical support requiring the application of specialized clerical techniques and the exercise of independent judgement and initiative in the completion of complex and comprehensive work assignments (including working with unusual expressions and technical terminology such as medical and/or legal terms); and performs related work as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Takes dictation from the supervisor, transcribes dictation from a transcribing machine, and/or types correspondence, reports (including statistical reports) and related office material from copy and rough drafts into final format, making corrections for incidental errors in grammar, punctuation, and spelling.

Types bulletins, manuals, narratives, and other documents using technical terminology; and completes form letters and composes routine correspondence requiring judgement and originality.

Screens telephone calls, personal visitors, and incoming mail; answers general inquiries concerning the office procedures; refers matters requiring the personal attention of the supervisor or other staff members and compiles pertinent material necessary for review.

Assures uniformity of office correspondence with established requirements.

May coordinate the clerical work of the office to which assigned; may supervise subordinate clerical and secretarial/typing staff.

Maintains supervisor's calendar including making appointments, scheduling conferences, accumulating required documents for meetings and conferences, assuring supervisor is reminded of scheduled meetings and conferences in a timely manner.

Gathers narrative and statistical data, forms, and documentation from a wide variety of sources for budgets, narratives, manuals, and monthly, annual or special reports

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Evaluates and collates bodies of data into pertinent categories and arranges into proper format. Secures appropriate review and types data into final format. Types related and supplementary material of a contractual and financial nature.

May keep a budget, posting all authorizations and expenditures, and keeping supervisor advised of balance.

Establishes and maintains various office files; orders and maintains office supplies and equipment.

SUPERVISION RECEIVED: Moderate supervision under standard operating procedures. Incumbent occasionally can function autonomously, with supervisor available to answer questions.

SUPERVISION EXERCISED: Position is not assigned direct supervisory responsibilities; however, proofreading or checking work in a clerical process for accuracy may be a requirement.

JOB SPECIFICATIONS:

Knowledge and Abilities:

Basic knowledge of grammar, spelling, punctuation, and simple math-like percentages.

Working ability to set up and type letters and tabular matter neatly and correctly; to perform complex clerical work;

Ability to make relatively difficult arithmetic computations; to give out information and answer inquiries independently;

Ability to follow detailed instructions;

Ability to gather and compile information for reports;

Ability to refer technical matters to the appropriate staff;

Ability to isolate deficiencies and clerical errors in office correspondence and documents;

Ability to meet and deal effectively with the public;

Ability to obtain a working facility with an understanding of the organization, programs, and procedures related to the work of the supervisor or office unit.

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Ability to type accurately.

Minimum Education, Training, and Experience Requirements: High school or GED; and two years of experience in secretarial, clerical, and general office duties of routine difficulty.

Additional education in the field may substitute for the required experience on a year for year basis.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.